



ITALTILE LIMITED GROUP

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51
OF THE PROMOTION OF ACCESS TO INFORMATION ACT
2 OF 2000 AND THE PROTECTION OF PERSONAL
INFORMATION ACT 4 OF 2013**

Date of revision: July 2021

1. Introduction

- 1.1. This manual is published pursuant to section 51 of the Promotion of Access to Information Act 2 of 2000 ("**PAIA**") which was promulgated in order to nurture an ethos which promotes transparency, accountability and effective governance of all private bodies. PAIA gives effect to section 32 of the Constitution of the Republic of South Africa, 1996, which provides for the right of access to information in a manner that affords persons a means/platform to obtain the records of private and public bodies as promptly and as efficiently as reasonably possible to endorse, including but not limited to, mechanisms and procedures that empower and educate all persons.
- 1.2. PAIA requires organisations to compile a manual as a guide to requesters of information. The Manual also serves to indicate the types of records held by the Italtile Group and the availability of such records from Italtile.
- 1.3. In addition, the manual explains how to access, or object to, or request correction or deletion of, personal information held by Italtile, in terms of sections 23, 24 and 25 of the Protection of Personal Information Act 4 of 2013 ("**POPIA**"), and the Regulations Relating to the Protection of Personal Information, 2017 ("**POPIA Regulations**").
- 1.4. This manual is not exhaustive of, nor does it comprehensively deal with, every procedure provided for in PAIA. Requestors are advised to familiarise themselves with the provisions of PAIA and POPIA before making any requests to Italtile in terms of these Acts. However, in terms of section 19 of PAIA, and Regulations 2 and 3 of the POPIA, Italtile will provide such assistance as is required in completing the necessary forms, by parties applying for access to information or personal information.
- 1.5. Italtile makes no representation and gives no undertaking or warranty that the information in this manual or any information provided by it to a requestor is complete or accurate, or that such information is fit for any purpose. All users of any such information use such information entirely at their own risk, and Italtile will not be liable for any loss, expense, liability or claims, howsoever arising, resulting from the use of this manual or of any information provided by Italtile or from any error therein.



2. Background and Definitions

- 2.1 Italtile is a proudly South African manufacturer, franchisor and retailer of tiles, bathroomware and other related home-finishing products. The Italtile Group's retail brands are CTM, Italtile Retail and TopT, represented through a network of stores, including online webstores, in Southern and East Africa. The retail operation is strategically supported by a vertically integrated supply chain comprising key manufacturers (Ceramic Industries and Ezee Tile) and import operations and an extensive property portfolio.
- 2.2 In this manual, the following words shall bear the following meanings:
- 2.2.1 "Italtile" – Italtile Limited, a public company incorporated and registered in the Republic of South Africa, with registration no. 1955/000558/06;
- 2.2.2 "Italtile Group" – collectively or individually as the context may require, Italtile and its South African subsidiaries as listed in Annexure A;
- 2.2.3 "Personnel" – any person who works for or provides services or products to or on behalf of the Italtile Group and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Italtile Group. This includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff, as well as contract workers; and
- 2.2.4 "customer" – any natural or juristic entity that receives services or products from the Italtile Group.
- 2.3 For more information on the Italtile Group and its structure and operations, please visit www.italtile.com.

3 Contact Details

- 3.1 Requests for information to any of the entities listed in Annexure A can be directed to the Information Officer of Italtile:

Name: Brandon Wood
Telephone: (011) 510 9049



E-mail: woodb@italtile.co.za

3.2 The contact details for the Head Office of Italtile are as follows

Postal address: PO Box 1689, Randburg, 2125, Gauteng

Physical address: The Italtile Building, Cnr William Nicol Drive and Peter Place,
Bryanston

Telephone: (011) 510 9050

4 Guide on How to Use PAIA

4.1 As of 1 July 2021, the Information Regulator will assume the functions of the South African Human Rights Commission ("SAHRC") and will be responsible for PAIA and POPIA queries.

4.2 As part of its functions, the Information Regulator will publish a guide on how to use PAIA and POPIA in the new dispensation. The Information Regulator has not yet published a guide to this effect.

4.3 The SAHRC has previously developed a guide with information on how to use PAIA. This guide is available on the SAHRC website <https://www.sahrc.org.za>.

4.4 Any information or queries related to the guide, or to PAIA or POPIA should be directed to:

Information Regulator
JD House
27 Stiemens Street
Braamfontein
Johannesburg
2001

Telephone number: (012) 406 4818

Fax number: (086) 500 3351

Website: www.justice.gov.za/inforeg

E-mail: inforeg@justice.gov.za

5 Notice in Terms of Section 51(1)(C)

- 5.1 At this stage no notices have been published by the Information Regulator on the categories of records automatically available without a person having to request access thereto in terms of PAIA.
- 5.2 The records that are located on the Italtile Group websites are however automatically available to any person requesting this information and it is therefore not necessary to apply for access thereto in terms of the PAIA.

6 Records Available in Accordance With Legislation in Terms of Section 51(1)(D)

- 6.1 Insofar as may be applicable, the Italtile Group keeps records of information to the extent required in terms of, *inter alia*, the following legislation –
- 6.1.1 Insolvency Act, No. 24 of 1936;
 - 6.1.2 Pension Funds Act, No. 24 of 1956;
 - 6.1.3 Income Tax Act, No. 58 of 1962;
 - 6.1.4 Companies Act, No. 61 of 1973;
 - 6.1.5 Companies Act, No. 71 2008;
 - 6.1.6 Protection of Personal Information Act, No. 4 of 2013;
 - 6.1.7 Competition Act, No. 89 of 1998;
 - 6.1.8 Consumer Protection Act (No. 68 of 2008);
 - 6.1.9 Copyright Act, No. 98 of 1978;
 - 6.1.10 Regional Services Councils Act, No. 109 of 1985;
 - 6.1.11 Value Added Tax Act, No. 89 of 1991;
 - 6.1.12 Occupational Health and Safety Act, No. 85 of 1993;
 - 6.1.13 Trade Marks Act, No. 194 of 1993;
 - 6.1.14 Compensation of Occupational Injuries and Diseases Act, No. 130 of 1993;
 - 6.1.15 Labour Relations Act, No. 66 of 1995;

- 6.1.16 Basic Conditions of Employment Act, No. 75 of 1997;
- 6.1.17 Employment Equity Act, No. 55 of 1998;
- 6.1.18 Skills Development Act, No. 97 of 1998;
- 6.1.19 Medical Schemes Act, No. 131 of 1998;
- 6.1.20 Skills Development Levies Act, No. 9 of 1999;
- 6.1.21 Unemployment Insurance Act, No. 63 of 2001;
- 6.1.22 Financial Intelligence Centre Act, No. 38 of 2001;
- 6.1.23 Prevention of Organised Crime Act, No. 121 of 1998; and
- 6.1.24 Stock Exchanges Control Act, No. 1 of 1985.

6.2 The legislation referred to above is not exhaustive. Information and records held by the Italtile Group in terms of any of the abovementioned legislation will be made available in terms of the provisions of the relevant legislation, but without prejudice to the provisions of the Act.

7 Information Required in Terms of Section 51(1)

The following table contains a description of the types of records / subjects on which the Italtile Group holds and the categories of records held on each subject:

Subject	Description of record
Statutory records	<ul style="list-style-type: none"> • Company incorporation documents • Share register and certificates • Memorandum of Incorporation • Minutes of meetings of the board of directors • Resolutions • Records relating to the appointment of directors, auditors, and other officers
Income tax	<ul style="list-style-type: none"> • Pay-as-you-earn (PAYE) records • Documents issued to employees for income tax purposes • Records of payments made to South African Revenue Services on behalf of employees

Subject	Description of record
	<ul style="list-style-type: none"> • All or any statutory compliance • Value Added Tax documentation • Skills development levies • Unemployment Insurance Fund
<p style="text-align: center;">Labour relations records</p>	<ul style="list-style-type: none"> • Personnel documents and records • Employment contracts • Medical aid records • Pension Fund records • Disciplinary records • Salary records • Disciplinary code and / or procedures • Internal performance evaluations • Leave records • Training records • Training manuals • Address lists • Internal telephone lists
<p style="text-align: center;">Finance</p>	<ul style="list-style-type: none"> • Receipts and payments, and supporting documentation thereof • Bank statements • Budgets • Management accounts • Financial statements • Asset registers • Orders, quotes and invoices • Minutes of meetings • Correspondence
<p style="text-align: center;">Risk and compliance</p>	<ul style="list-style-type: none"> • Contracts • Testing certificates • Policies and procedures

Subject	Description of record
	<ul style="list-style-type: none"> • Compliance records

8 Processing of Personal Information

8.1 POPIA

8.1.1 Chapter 3 of POPIA provides for the minimum conditions for lawful processing of Personal Information. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.

8.1.2 The Italtile Group processes personal information in accordance with POPIA. In terms of the Italtile Group’s privacy policy, it will ensure that all processing conditions of POPIA are complied with at the time of processing of personal information. The Italtile Group processes personal information of both living and juristic persons.

8.2 Purpose for processing of personal information

The Italtile Group processes personal information for a number of reasons including, but not limited to:

- 8.2.1 provide requested services;
- 8.2.2 manage the commercial relationship with customers;
- 8.2.3 manage dispute resolution;
- 8.2.4 create and manage supplier relationships;
- 8.2.5 manage contracts, orders, deliveries, invoices and accounting;
- 8.2.6 sending quotation estimates;
- 8.2.7 processing and managing customer subscriptions;
- 8.2.8 collect statistical information and run analytics in order to improve services understand customers better;
- 8.2.9 general human resource and finance functions including those obligations imposed by legislation;

8.2.10 sending marketing communications and managing a list of customers who wish to not receive marketing material; and

8.2.11 to allow proper functioning of the website which includes, amongst others, proper display of content, interface personalisation and ensuring that the website is safe and secure to protect against misuse.

8.3 Categories of data subjects

The Italtile Group processes personal information relating to the following categories of data subjects:

8.3.1 customers;

8.3.2 shareholders;

8.3.3 beneficiaries;

8.3.4 directors;

8.3.5 employees and job applicants;

8.3.6 juristic entities (i.e. service providers, contractors, consultants)

8.3.7 complainants and enquirers;

8.3.8 visitors to premises;

8.3.9 individuals captured by CCTV images; and

8.3.10 individuals who have an interest in the products and services of the Italtile Group.

8.4 Types of information (and special personal information) processed

8.4.1 The Italtile Group processes the following types of personal information, amongst others:

8.4.1.1 name and surname;

8.4.1.2 email address and postal address (invoicing);

8.4.1.3 phone number;

8.4.1.4 transaction information (details regarding the service subscribed, transaction number);

- 8.4.1.5 services history;
- 8.4.1.6 payment information;
- 8.4.1.7 data relating to the commercial relationship and details regarding the service subscribed (including duration and any correspondence);
- 8.4.1.8 billing data; and
- 8.4.1.9 information collected by cookies or similar technologies.

8.4.2 Please refer to the Italtile Group privacy policy for further information, which is available on its websites.

8.5 Disclosure of personal information

- 8.5.1 The Italtile Group may disclose personal information to third parties who are involved in the delivery of products and services such as trusted service providers (sub-contractors).
- 8.5.2 Where the Italtile Group discloses personal information to any third party, the latter will be obliged to use that personal information for the reasons and purposes it was disclosed for. To this end, the Italtile Group has agreements in place with these third parties to ensure this and to ensure an adequate level of security and confidentiality for personal information.
- 8.5.3 The Italtile Group may be obliged to disclose personal information where it has a duty to disclose in terms of law or where it believes it is necessary to protect its rights.

8.6 Trans-border/Cross border flows of personal information

Section 72 of POPIA provides that personal information may only be transferred out of the Republic of South Africa if certain conditions are satisfied. The Italtile Group complies with the conditions set out in section 72 of POPIA in respect of all cross border transfers of personal information.

8.7 General description of information security measures

8.7.1 The Italtile Group takes reasonable and appropriate technical and organisational measures to ensure that personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration disclosure or access. The Italtile Group contractually requires that service providers who handle personal information for it do the same.

8.7.2 The Italtile Group, on a regular basis, reviews the security controls and related to processes to ensure that personal information is secure.

9 How to Request Access to a Record

9.1 To request a record in terms of PAIA, the requestor must complete the prescribed form attached to this manual as **Annexure C**. This request must be sent to the Information Officer at the addresses provided at paragraph 3.1.

9.2 For POPIA-related requests to object to the processing of personal information, correct or delete personal information, the request must be made in writing on the applicable prescribed Form 1 (objection) or Form 2 (correction or deletion), which are attached to this Manual as **Annexure D**.

9.3 The requestor must provide sufficient detail to enable the Information Officer to identify the record(s) requested and the requestor. The requestor must indicate which form of access is required, identify the right that he/she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.

9.4 If the request is made on behalf of another person, the requestor must submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Information Officer.

9.5 PAIA makes provision for certain grounds upon which a request for access to information must be refused. On this basis, the Information Officer will make a decision whether or not to grant a request for access to information.

10 Fees

10.1 PAIA provides for the payment of two types of fees, namely:

10.1.1 a request fee, which will be a standard fee; and

10.1.2 an access fee, which must be calculated by taking into account production costs, search and preparation time and cost, as well as postal costs.

10.2 When a request is received by the Italtile Group, it shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of such request.

10.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Italtile Group shall notify the requester to pay as a deposit the prescribed portion (being not more than one third) of the access fee which would be payable if the request is granted.

10.4 A requester whose request for access to a record has been granted must pay an access fee for reproduction and for search and preparation time, and for any time reasonably required in excess of the prescribed hours, including making arrangements to make it available in the requested format.

10.5 If a deposit has been paid in respect of a request for access which is refused, the Italtile Group must repay the deposit to the requester.

10.6 The Italtile Group is entitled to withhold access to a record until the requester has paid the applicable fees set out in **Annexure B**.

10.7 In terms of POPIA, a data subject has the right to request the Italtile Group to confirm, free of charge, whether or not it holds personal information about the data subject and to request from the Italtile Group the record or a description of the personal information held, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.

10.8 POPIA further provides that where the data subject is required to pay a fee for services provided to them, The Italtile Group must provide the data subject with a written estimate of the payable amount before providing the service and may require that the requestor pay a deposit for all or part of the fee.

11 Applicable Time Periods

11.1 The Italtile Group will inform the requester within 30 days after receipt of the request of its decision whether or not to grant the request.

11.2 The 30 day period may be extended by a further period of not more than 30 days if the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of the Italtile Group or the records are not located at its premises.

12 Outcome of the Request (Grant or Refusing)

Should the request be refused, the notice will state adequate reasons for the refusal, including the provisions of the PAIA relied upon; and that the requester may lodge an application with a Court against the refusal of the request.

13 Grounds for Refusal of Access to Records

13.1 In terms of Section 62 to 69 of PAIA access granted to a record may be refused on one or more of the following grounds:

13.1.1 protection of privacy to a third party who is a natural person;

13.1.2 protection of the commercial information of a third party;

13.1.3 protection of certain confidential information of a third person;

- 13.1.4 protection of the safety of individuals and the protection of property;
- 13.1.5 protection of records privileged from production and legal proceedings;
- 13.1.6 the commercial information of the Italtile Group; and
- 13.1.7 the protection of research information of a third party.

13.2 Despite any provisions of PAIA, a request must be granted if the disclosure of the record would reveal evidence of substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environment risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated (section 70 of PAIA).

14 Remedies Available When a Request is Refused

Should the requester be dissatisfied with the Information Officer's decision to refuse access, that person may within 30 days after notification of the refusal apply to a Court for the appropriate relief.

15 Availability of the Manual

This manual is available in electronic and hard copies in English. The hard copies are available at the head office of Italtile as contained in paragraph 3.2. The electronic version of this manual is available on the website of Italtile.

16 Updating of the Manual

This manual will be reviewed and updated, if necessary, on a periodic basis but no less than once each year.



Annexure A – Group Entities

Company Name	Registration Number
Italtile Limited	1955/000558/06
Italtile Ceramics Proprietary Limited	1981/007176/07
Italtile Franchising Proprietary Limited	1991/005995/07
Allmuss Properties Proprietary Limited	1982/002369/07
Emerald Sky Trading 736 Proprietary Limited	2008/005425/07
F. B. Ashman Proprietary Limited	1968/013564/07
Penates Logistics Proprietary Limited	2005/009572/07
Magnolia Ridge Properties 291 Proprietary Limited	2005/012452/07
International Tap Distributors Proprietary Limited	2001/002753/07
Cedar Point Trading 326 Proprietary Limited	2009/001316/07
Italtile Foreign Holdings Proprietary Limited	2006/032858/07
Italtile Retail Proprietary Limited	2007/016836/07
TopT Ceramics Proprietary Limited	2009/016654/07
Ceramic Industries Proprietary Limited	1982/008520/07
Sphinx Acrylic Bathroomware Proprietary Limited	1990/001988/07
National Ceramic Industries South Africa Proprietary Limited	1952/001733/07
Aquarella Investments 389 Proprietary Limited	2006/018898/07
East Cape Quarries Proprietary Limited	1972/012082/07
Mayfield Clays Proprietary Limited	1997/004448/07
Ezee Tile Adhesive Manufacturers Proprietary Limited	1998/016374/07
Ezee Tile Adhesive Manufacturers (Free State) Proprietary Limited	2003/020747/07
Italtile and Ceramic Foundation Trust	IT1385/2012
Italtile Share Incentive Trust	IT409/93
Italtile Empowerment Trust	IT8366/2007
Italtile Retention Scheme Trust	IT892/2020(G)

Annexure B - Fees

Fees Payable in Respect of Records Requested from the Italtile Group

The fees, in respect of private bodies, are as follows –	Rands
For every photocopy of an A4-size page or part thereof	R 1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0.75
For a copy in a computer-readable form on – <ul style="list-style-type: none"> • stifty disc R 7.50 • compact disc R 70.00 • USB R150.00 	
For a transcription of visual images, for an A4-size page or part thereof	R 40.00
For a copy of visual images	R 60.00
For a transcription of an audio record, for an A4-size page or part thereof	R 20.00
For a copy of an audio record	R 30.00
The request fee payable by a requester, other than a personal requester	R 50.00
The access fees payable by a requester are as follows –	
For every photocopy of an A4-size page or part thereof	R 1.10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R 0.75
For a copy in a computer-readable form on - <ul style="list-style-type: none"> • stifty disc R 7.50 • compact disc R 70.00 • USB R150.00 	
For a transcription of visual images, for an A4-size page or part thereof	R 40.00
For a copy of visual images	R 60.00
For a transcription of an audio record, for an A4-size page or part thereof	R 20.00
For a copy of an audio record	R 30.00
To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.	

For purposes of section 54(2) of the Act, the following applies –

- Six hours as the hours to be exceeded before a deposit is payable; and
- one third of the access fee is payable as a deposit by the requester.

The actual postage is payable when a copy of a record must be posted to a requester.



Annexure C – Request for Access Form

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Act)

[Regulation 10]

A. Particulars of private body

The Head: _____

Company Name: _____

Company Registration Number: _____

B. Particulars of person requesting access to the record

- | |
|---|
| <p>(a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>(b) <i>The address and/or fax number in the Republic to which the information is to be sent must be given.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|---|

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made,
when made on behalf of another person: _____

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

D. Particulars of record

(a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*

(b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

(a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*

(b) *You will be notified of the amount required to be paid as the request fee.*

- (c) *The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: _____	Form in which record is required: _____
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Mark the appropriate box with an X.

NOTES:

- (a) *Compliance with your request in the specified form may depend on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
	view the images		copy of the images*
			transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)	
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES	NO

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?



Signed at _____ this _____ day of _____ 20_____

Signature of requestor /
person on whose behalf request is made

Name of requestor /
person on whose behalf request is made



Annexure D – POPIA Forms

FORM 1

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017

[Regulation 2(1)]

Note

1. *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable*

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number/ Registration Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / Email address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	



FORM 2

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017

[Regulation 3(2)]

Note:

1. Affidavits or other documentary evidence as applicable in support of the request may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an "x".

Request for:

- Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.
- Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique identifier/ Identity Number/ Registration Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	

Residential, postal or business	Code ()
Contact number(s):	
Fax number/ Email address:	
C	INFORMATION TO BE CORRECTED/DELETED/DESTROYED
D	<p>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24 (1) (a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or</p> <p>REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24 (1) (b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN</p> <p><i>(Please provide detailed reasons for the request)</i></p>

Signed at _____ this _____ day of _____ 20.....

Signature of data subject/designated person